

St. Hilda St. Patrick Episcopal Church
Reimbursement/Check Request

See Check Authorization Process Below.

Amount: \$ _____

Purpose of the expense: _____

Charge against Budget: _____

Check payable to: _____

Select One _____ Leave check at the Church Office

 _____ Mail the check to:

Printed Name of the person submitting request: _____

Requester's Signature: _____ Date

Authorizer's Signature: _____ Date _____

For Accounting Use:

Date Paid: _____

Check Number: _____

Check Authorization Process:

1. Ensure that there is sufficient fund or budget money to cover the expected expense. (Check with group leader or Treasurer.)
1. Purchase item and retain receipt.
2. Fill out Reimbursement Request Form. (form may be found On Line or in the bracket on Office inner door)
3. Obtain Authorization signature from group leader. If the group leader is not available the following may authorize the expenditure:
 - a. Senior Warden,
 - b. Junior Warden,
 - c. Vicar
4. Submit authorized form and receipts to the Treasurer by putting it into the Treasurers tray in the outer office.